

Document Title	Management Review Agenda	Insert Company Logo
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Author:	Insert Company Name	

Meeting Title:	Management Review Meeting
Meeting Date:	Date
Meeting Location:	Address
Meeting No:	001

Management review inputs

The management review shall include consideration of:

- a) the status of actions from previous management reviews;
- b) changes in external and internal issues and associated risks and opportunities that are relevant to the EnMS;
- c) information on the EnMS performance, including trends in:
 - 1) nonconformities and corrective actions;
 - 2) monitoring and measurement results;
 - 3) audit results;
 - 4) results of the evaluation of compliance with legal requirements and other requirements;
- d) opportunities for continual improvement, including those for competence;
- e) energy policy.

The energy performance inputs to management review shall include:

- the extent to which objectives and energy targets have been met;
- energy performance and energy performance improvement based on monitoring and measurement results including the EnPI(s);
- status of the action plans.

The outputs of the management review shall include decisions related to continual improvement opportunities and any need for changes to the EnMS, including:

- a) opportunities to improve energy performance;
- b) the energy policy;
- c) the EnPI(s) or EnB(s);
- d) objectives, energy targets, action plans or other elements of the EnMS and actions to be taken if they are not achieved;
- e) opportunities to improve integration with business processes;
- f) the allocation of resources;
- g) the improvement of competence, awareness and communication. The organization shall retain documented information as evidence of the results of management